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STANDARD FORM NO. 64  
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Security Information

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 30 April 1953

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

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## 1. General:

a. Shopping List (continued item): No change. It is suggested that since "No Change" has taken place since the report of review made by this Division on 9 April 1953, that this matter receive the most careful consideration of the Chief of Logistics.

b. Foreign Arms Portion of Shopping List (continued item): The letter and list of items have been delivered to [REDACTED]

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c. [REDACTED] (new item): After completion of the contractor's work and acceptance by the Agency, this Division was advised that during operation by the Agency's crew a major casualty was incurred resulting in the probable complete loss of one of the engines. This has resulted in FE requesting this Division to withhold procurement of additional accessories and equipment for this [REDACTED] until a determination is reached as to its disposition.

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d. [REDACTED] (new item): The delivery of the second and final [REDACTED] for WE Division was effected on 24 April 1953. This item was delivered direct to [REDACTED] in accordance with instructions received from WE.

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## 2. Projects:

a. Procurement Regulations (continued item): The drafting of these regulations continues. During the past week three "Major Topics" were completed and forwarded for review. However, some of the previous work submitted has been returned for further study and review which has retarded progress toward final completion.

## 3. Other Items of Interest:

### a. Status of Requisitions (continued item):

	Special Purchase	Military Purchase	Contract Branch	Pur. Branch	Total
Brought fwd.	9	17	105	264	395
Received	12	29	22	117	180
Completed	11	21	9	154	195
Pending	10	25	118	227	380

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## 4. Special Problems:

- a. Vacancies in T/O (continued item): The increased workload for the end of the Fiscal Year intensifies the problem of the continued vacancies in five Clerk-Steno positions.
- b. Belting and Clipping of Foreign and U.S. Ammunition (continued item): No change.
- c. Contract Branch Workload (continued item): We received 22 requisitions this week for the Contract Branch which is the largest number for a week since June 1952. The number of contract documents pending is increasing. There has been no improvement in the situation concerning vacancy and diversion of negotiators.

## 5. Major Objectives:

- a. Special Stock Account No. 2 (new item): An auditor has been detailed to this Division by the Auditor-in-Chief to run a comprehensive audit of the expenditures under the ~~██████████~~ Procurement Program. It is hoped that the audit will be completed by the end of May thereby permitting the liquidation of funds for the bulk of the advances made to the Special Stock Account No. 2.

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